



Town of Arlington, Massachusetts
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Meeting Minutes 01/12/2005

Town of Arlington
Affirmative Action Advisory Committee

730 Massachusetts Avenue, Arlington, MA 02476
(781) 316-3120

Barbara Boltz, Co-Chair
 Adrienne McClure, Co-Chair
 Augusta Haydock
 Jack Jones
 Elaine MacLachlan
 Tricia O'Donoghue
 Howard Winkler

Caryn Cove Malloy, Affirmative Action Officer

Affirmative Action Advisory Committee
 Meeting Minutes
 Wednesday, January 12, 2005
 7:30 p.m.

In Attendance: Caryn Cove Malloy, Barbara Boltz, Jack Jones, Howard Winkler, Adrienne McClure (Chair), Elaine MachLachlan
Absent: Tricia O'Donoghue, Augusta Haydock

Meeting Minutes

Meeting of November 10, 2004. Howard Winkler moved approval as amended. SO VOTED

Current Job Openings

The Committee reviewed all open positions. There was very little activity. Caryn Malloy reported that there will be a civil service approved Assessment Center Process for the position of Fire Chief. The Assessment Center is scheduled to take place in February.

Current Bid Projects

The Committee discussed the fact that the Reservoir Dam Construction Project Bids closed on January 6th. The group also briefly reviewed the Spy Pond and Dallin School Projects. The Committee requested that a letter be sent to Castagna Construction asking them to indicate what specific steps they are taking to increase female and minority participation as there has been 0% participation on the Dallin School project thus far. The Committee also agreed that members Howard Winkler, Jack Jones, Adrienne McClure and Caryn Malloy should meet with the Town's Purchasing Officer, Domenic Lanzillotti regarding bid procedures and construction projects that exceed \$200,000.

School Diversity Task Group

The group has decided that from this point forward they will make an effort to meet directly with members of the School Committee.

Barbara Boltz indicated that SDTG member Pearl Morrison had indicated that she will write a letter requesting a meeting to discuss diversity issues and hiring policies with a member of the School Committee. The group's future strategy includes meeting very early on with the newly hired superintendent and also to request that a Human Resource Director be hired for the School Department.

Barbara Boltz also updated the Committee on the public information session where Superintendent candidates were asked about how to improve minority hiring. The group was disappointed that the School Committee did not ask this question of the candidates.

State Affirmative Action Executive Orders Status

Jack Jones provided the group with a re-draft of executive order 452, which is still not in effect. The Committee requested that Caryn Malloy get on the email list for the group Massachusetts Alliance to Save Affirmative Action so that the Committee can get regular updates.

Update of Affirmative Action Plan

Tricia O'Donoghue was unable to be present at the meeting but plans to bring updated laws and relevant information for the Committee's consideration at their next regularly scheduled meeting.

Continuing Business

The group made edits and suggestions for its submission to the 2004 Annual Town Report.

Howard Winkler moved to adjourn the meeting at 8:25 p.m.

SO VOTED

A true record. Attest:

Caryn Cove Malloy
Affirmative Action Officer